

ANNEXURE – VI

TO BE FURNISHED IN DUPLICATE

.....Department.

I. Requisition for recruitment to the post(s) of :-

.....

Brief particulars of the posts.

II.	<u>Designation</u>	<u>Pay scale*</u>	<u>Class & Service</u>	<u>Total No. of posts sanctioned</u>	
				<u>Permanent</u>	<u>Temporary</u>

*Higher initial pay may be recommended by the Commission for specially qualified and experienced Candidates.

.....

III.	(a)	Number of vacancies for which this requisition is being sent.	:-	<u>Permanent</u>	<u>Temporary</u>	<u>Total</u>
	(b)	If the post is temporary, how long it is expected to last.	:-			

.....

IV.	(a)	Whether the post(s) is/are to be treated as unreserved.	:-	<u>Permanent</u>	<u>Temporary</u>	<u>Total</u>	<u>Remarks</u>
	(b)	If not, reservation for					
	i)	Scheduled Castes					
	ii)	Scheduled Tribes					
	iii)	Any other category (to be specifically mentioned here).					

Total:

Contd..P/2

V. Whether the post(s) is/are to be treated as :-
unreserved if no such suitable candidates are
available as indicated in (i), (ii) & (iii) in
column IV (b).

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VI. Whether Recruitment Rules for the :-
Post(s) have been approved by the
UPSC/TPSC.

(a) If so, No. & date of Commission's :-
letter.(a copy of the letter to be
enclosed).

(b) No. & date of the letter under which the :-
Recruitment Rules has been sent to the
Commission (a copy of the Recruitment
Rules to be enclosed if it was not sent to
the Commission earlier).

(c) If not, the stage at which the :-
preparation of Recruitment Rules
stands at present and the reasons for
which Recruitment Rules have not been
framed earlier.

(d) Please state :-

(i) Whether present vacancy or
vacancies fall in the Direct
recruitment quota.

(ii) All vacancies falling in the direct :-
recruitment quota have been
included in the requisition.

(iii) If the answer to (ii) above is in the :-
negative, please state clearly the
number of vacancies not being
reported and the reasons thereof.

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VII. *If any ad-hoc interim arrangements :-
Were or have been made to fill the
Vacancies mentioned in Col. III (a)
above, Pending selection by the
UPSC/TPSC please state.

(a) the name of the Persons so appointed, :-
the dates and duration of their
appointments and age, qualifications,
experience etc.

(b) Whether the Commission were :-
consulted in making the ad-hoc
arrangements mentioned in (a) above, if
so,- the number & date of the
Commission's letter.

(c) If the answer to (b) above is in the :-
negative, please state reasons for which
a reference to the Commission was not
made.

.....
*Note : (If necessary, this information may be given in the form above, or in an
encloser, duly signed by the officer who signs the requisition).

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VIII. Period of probation :-

.....
IX. (a) Duties :-

(b) Place or places where the Officer(s) :-
will be required to serve.

.....
X. Qualification required :-

(a) Essential :-

(b) Desirable :-

(c) If the qualifications at (a) & (b) above :-
are not in accordance with those
prescribed in the Recruitment Rules,
please state the reasons for the
deviation.

XI (a) Age limit(s) if any, _____ upto _____ years.

(This will be strictly adhered to save in cases or exceptionally qualified candidates where the age limit may be relaxed by not more than these years).

(b) Are the age limit relaxable for Government servants? by years.

(c) Are the age limits relaxable for

(i) Scheduled castes/Tribes by/..... by years.

(ii) Displaced persons who came from erstwhile East Pakistan (now Bangladesh) to India on or after 1.1.64 but before 26.3.71.

By /up to years.

By /up to years.

(iii) Any other category :-

(d) Are the limits & the relaxation under :-

(b) to (c) above in accordance with the prescribe/recruitment rules ?
If not, please state reasons for the deviation.

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XII. Any other requirements or conditions :-
Not covered by the above columns.

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It is certified that the number of vacancies reserved for Scheduled castes and Scheduled Tribes etc. as mentioned in Col. IV above is in accordance with the reservation quota fix by Government for these Communities.

Place :
Date :
Signature of the Officer
authorized to send the requisition.
Telephone No.

NOTE : ALL ANSWER IN THE REQUISITION FORM SHOULD BE GIVEN IN WORDS AND NOT BY DASHES AND DOTS. NO COLUMN SHOULD BE LEFT BLANK. SEPARATE FORM TO BE USED FOR EACH POST.